

Maryland Overdose Response Program

Department of Health and Mental Hygiene

Certificate Guidance

April 21, 2016

This document describes implementation processes for Overdose Response Program (ORP)-approved entities providing overdose education and naloxone distribution in Maryland. Adherence to these guidelines ensures compliance with the ORP law and regulations. ORP is codified in Health General Article, §13-3101, Annotated Code of Maryland, and enacted in accordance with COMAR 10.47.08.

The ORP Certificate

a. Eligibility

Individuals seeking certification must complete and sign the Trainee Application Form provided by the Department.¹ Individuals must be over the age of 18 to be certified through the ORP and have, or reasonably expect to have, as a result of their occupation, volunteer work, or family or social experience, the ability to assist an individual who is experiencing an opioid overdose.

b. Issuance

ORP certificates are issued by the authorized entity at the time of training. Training must meet standards established by law, regulation and program policy and include, at a minimum, required content from a core curriculum approved by the Department of Health and Mental Hygiene (DHMH).² Although not required, the entity may take steps after training has been provided to confirm that the individual has successfully acquired the knowledge and skills to respond to an opioid overdose, including but not limited to:

- Requiring a demonstration of naloxone assembly
- Requiring demonstration of rescue breathing
- Requiring a post-training written quiz or test
- Observing trainee participation throughout training

Once training is successfully completed, the entity shall issue a certificate to a qualified trainee.

c. Certificate format

The ORP certificate format aims to standardize the appearance of certificates across the State and ensure recognition of the ORP as a Maryland Department of Health and Mental Hygiene-regulated

¹ Available for download here: <http://bha.dhmh.maryland.gov/NALOXONE/Pages/ORP-Forms-Guidance.aspx>

² See *Core Curriculum Guidance* for more information on the required training content and information about the abbreviated core curriculum for audiences with a history of opioid use. Available for download here: <http://bha.dhmh.maryland.gov/NALOXONE/Pages/Core-Curriculum.aspx>

program.³ This is especially relevant with the implementation of statewide standing orders.⁴ To help ensure that pharmacists are able to verify that an individual is an ORP certificate holder, it is important that the appearance, format and content of the ORP certificate are as consistent as possible, regardless of the issuing entity. COMAR 10.47.08.05(C) identifies the required certificate content:

- The name, address, and telephone number of the private or public entity certifying the individual
- The full name of the certificate holder
- A statement that the certificate holder is authorized to obtain a prescription for naloxone in the certificate holder's name, and possess and administer naloxone in accordance with Health-General Article, Title 13, Subtitle 31, Annotated Code of Maryland
- A serial number
- The date of issuance
- The date of expiration
- The telephone number for the Maryland Poison Center, and
- Any other information required by the Department

There is space for entry of entity-specific information on the back of the certificate. Certificates provided through an online training program should have the same appearance and general format as the required ORP certificate, though they may be single-sided rather than double-sided. All required information must still be present.

Beginning **May 30, 2016** all ORP authorized entities are required to issue certificates using a format developed by DHMH.

To request an editable certificate template, contact Kathy Sarnecki, ORP Administrator, by sending an email to ksarnecki@maryland.gov. After adding your entity's information, print the certificates double-sided. Cut along the lines, or print on Avery business card blanks⁵, to create 10 separate certificates from one 8.5x11 paper. To complete the certificate for trainees:

1. Write or type the individual's full name
2. Insert the date of issuance
3. Calculate the date of expiration by adding two years to the date of issuance
4. Identify the next serial number in your entity's series and place it in the space in the upper right corner

³ Copy provided for reference in Appendix A. Contact ORP administrator to receive an editable version for use at ksarnecki@maryland.gov

⁴ In December 2015, Dr. Howard Haft, Deputy Secretary for Public Health Services, DHMH, issued a statewide standing order allowing Maryland-licensed pharmacists to dispense naloxone to ORP certificate holders without a prescription. The standing order, a guidance document for pharmacies and related documents are available on the ORP website:

<http://bha.dhmmh.maryland.gov/NALOXONE/Pages/Statewide-Standing-Order.aspx>

⁵ Compatible with Avery products: 15871, 18871, 27871, 27881, 27882, 27883, 28371, 28873, 28876, 28877, 28878, 38871, 38873, 38876, 5371, 5376, 5377, 55871, 55876, 5870, 5871, 5874, 5876, 5877, 5878, 5882, 5911, 8271, 8371, 8372, 8376, 8377, 8471, 8476, 8571, 8865, 8870, 8871, 8872, 8873, 8874, 8875, 8876, 8877, 8878, 8879

ORP Certificate Renewal

a. Recertification Eligibility

ORP certificates are valid for 2 years from the date of issuance. Entities are required to issue a renewal certificate to a certificate holder who has:

- Submitted a completed certificate renewal application to the entity no later than 90 days prior to their certificate's expiration date, and
- Successfully completed a refresher training program or proficiency demonstration, as required by the entity.

Entities may renew certificates for individuals that were originally certified by other entities.

b. Documentation

Individuals seeking recertification must complete the Trainee Application Form provided by the Department. DHMH has formatted the Trainee Application Form to be used for this purpose. Check the box in the upper right corner to identify the application as a "renewal" and have the individual complete the form to document any changes to their personal information. If possible, file the form with the individual's original Trainee Application Form. Individuals for whom certification cannot be verified must complete a full training and receive an original certificate.

c. Training and Proficiency Demonstration

An entity must require that a certificate holder successfully complete a refresher training and/or a proficiency demonstration before issuing a renewal certificate. The main purpose of this requirement is to ensure that all current certificate holders continue to have up-to-date knowledge and skills related to overdose prevention and response.

BHA revised the Core Curriculum in 2015 to reflect changes to the ORP law⁶ and broader changes to practice of opioid overdose response. Therefore, BHA strongly encourages authorized entities to provide information on these updates to any individual seeking recertification. Changes to the Core Curriculum include:

- Re-ordering of overdose response steps
- Indication of when to conduct CPR if trained
- Inclusion of new formulations of naloxone
- Shortened wait time for giving second dose of naloxone
- Updated legal information regarding protections for certificate holders and Good Samaritan law changes

An authorized entity may offer a refresher training program as a requirement for certificate renewal that focuses on the updates to the curriculum. This training can be provided in person or online.

Certificates may also be renewed by the authorized entity after the individual demonstrates proficiency

⁶ Health General Article, Title 13, Subtitle 31, Annotated Code of Maryland

to the authorized entity issuing the certificate, by means of an assessment that documents the certificate holder's knowledge and skills necessary for:

- Recognizing an opioid overdose
- Appropriately administering naloxone, and
- Ensuring proper follow-up care

The assessment may include assembly of naloxone and proper demonstration of rescue breathing techniques or a written quiz or test.⁷ The updated curriculum content⁸ and assessment may also be provided by the entity through the mail or online.

As determined by the entity, the individual seeking recertification may be required to repeat a training of the full ORP core curriculum for certificate renewal.

d. Certificate Reissuance

The new certificate should be issued on the template provided by the Department and include any updated information such as a change to the individual's name or entity information. The serial number on the new certificate should be the same as on the original certificate.

e. Reporting

When entering training information into the BHA web form, indicate the number of certificate renewals issued during the reporting period. Do not include renewal certificates in the count for initial certificates issued.

Lost Certificates/ Certificate Replacement

If the individual loses their certificate, attempt to verify their information by searching for their Trainee Application Form among the entity's records. If you are unable to verify training, the individual will have to repeat the training and receive a new original certificate and serial number.

⁷ Sample quiz provided in Appendix B.

⁸ Available for download here: <http://bha.dhmmh.maryland.gov/NALOXONE/Pages/Core-Curriculum.aspx>

Appendix A

PRINT FULL NAME OF CERTIFICATE HOLDER

is hereby authorized to obtain a prescription for naloxone in the certificate holder's name, and to possess and administer naloxone in accordance with Health-General Article, Title 13, Subtitle 31, Annotated Code of Maryland.

DATE ISSUED: _____

EXPIRATION: _____



To learn more about the Overdose Response Program, visit:
bha.dhmfh.maryland.gov/naloxone

ISSUED BY:

Entity Name
& address
& telephone

Please call the Maryland Poison Center at **1-800-222-1222**
after using naloxone.

Appendix B

Maryland Overdose Response Program

Department of Health and Mental Hygiene

Quiz for Proficiency Demonstration

1. Number the following overdose response steps from 1-5:
 - _ Call 911
 - _ Get their attention (sternum rub)
 - _ Rescue breathing or CPR
 - _ Give naloxone
 - _ Care for the person

2. **Fill in the blank:** When doing rescue breathing, give 1 breath every ____ seconds.

3. **Fill in the blank:** To place someone in the recovery position, turn them on their _____, top hand under their head, top knee bent to support the body.

4. Place an **X** next to the signs of an opioid overdose:

<ul style="list-style-type: none">_ Seizure_ Slow or stopped breathing_ Loud snoring	<ul style="list-style-type: none">_ Loud talking_ Blue fingertips_ Unresponsiveness
--	---

5. **Multiple choice:** The Good Samaritan law protects you from:
 - ☐ Parole and probation violations
 - ☐ Arrest
 - ☐ Prosecution
 - ☐ All of the above